

横須賀基地空席広報 VACANCY ANNOUNCEMENT

Announcement No.

CFAY-1000-01-07

募集締切日:
Closing Date

3 Apr 07
1st Cut Off: 20 Feb 07
2nd Cut Off : 13 Mar 07

発行日:
Date of I

31 Jan 07

*Applicants who applied for CFAY-1000-08-06(R) do not need to reapply.

1.職種名 Job title (等級 Grade 7 / 語学等級 LAD 4)

募集人数	No. of Recruitment
------	--------------------

1 名

Engineer (Environmental) #525

受諾可能な下位等級 Acceptable Trainee level: 1-6

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

2.部隊 Activity

Commander Fleet Activities, Yokosuka

Environmental Department

Environmental Engineering Division, Code 1010

勤務場所 Working Place: **横須賀市泊町** Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Monday – Friday

勤務時間・休憩 Work Hour: 0800 – 1645. Recess Hour:: 1200 - 1245

☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

6.職務内容 Duties

See attached

7. 資格要件／身体条件 Qualification/Physical Requirements

- a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized experience, possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
- b. A college or university graduate with specialized education in biology, chemistry and/or other environmental sciences or possession of an appropriate official engineering license.
- c. Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in the environmental field.
- d. Knowledge of Japan Environmental Governing Standards (JEGS), DoD directives and U.S. navy environmental regulations.
- e. Knowledge of Environmental Quality Assessment, Environmental Management System, and Solid and Industrial Waste management.
- f. Skills in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and PowerPoint), Communications and geographical information system (GIS).
- g. Ability to speak, read and write English language at fluent proficiency level (LAD:4).

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below;

1-6: One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, possession of Master's degree in accredited graduate school in a related field may qualify him/her at 1-6 level.

* A handicapped applicant may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☒ 特段の能力
Exceptional

學歷 Educational Background : See 7

免許証／修了証 License/Certificate Required : See 7 & 8

8.提出するもの Application and Associated Documents

職務状況
Working
Condition

<p>* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>* <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License/certificate</p> <p><input checked="" type="checkbox"/> 修了証／証明書の写し Copy of educational background in environmental or related fields OR equivalent license.</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
---	--

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
 内線/Extension 243-8152 JN Employment Division (N132)
 *部隊担当者名 Office/POC: CFAY 人事課 Ms. Matsuda/Ms. Ishihara 松田・石原. 軍電 (DSN) 243-8148/8143

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
 管理第一係 Management Section
 電話番号 Phone 046-828-6959
 受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)
 *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

事務処理欄 For Official Use

PD No.: CFAY-1010-006	PD is accurate and current. Certified by Activity: ak 9/1/06	HRO: kw 1/29 yk 1/30
-----------------------	---	----------------------

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Engineer (Environmental) #525-7

Assists the Division director in establishing, implementing and maintaining a comprehensive environmental protection program that complies with the U.S. Forces Japan Environmental Governing Standards for the overseas environmental baseline guidance document (JEGS). Develops, prepares and submits annual budget requirements, including one-time projects and recurring cost associated with assigned program areas. Prepares written plans, pollution reports, and other documentation. Incorporate regulatory requirements from the JEGS, DoD directives and Navy environmental regulations into program design, implementation and evaluation. Manages the preparations, execution, and review of installation environmental studies, reviews, assessments, data-calls, and statements of work in all Environmental protection Programs.

Coordinates with Japanese government officials on environmental issues and acts as an interpreter for supervisors and visiting Japanese officials during field inspections and meetings. Translates environmental materials and information involving technical and specialized terminology routinely used in the environmental engineering field from English to Japanese vice versa.

Identifies environmental projects needed by the installation. Develops and/or reviews plans, specifications and cost estimates for a variety of projects for procurement by contract in support of the environmental protection program. Responsible for ensuring preparation of documentation (e.g., environmental facility and system designs and specifications, scopes of work, and cost estimates, job orders, and work requests) on environmental projects.

Functions as primary media manager and point-of contact for assigned environmental programs. Prepares written plans and instructions, identifies program deficiencies, makes corrective action plans and recommendations for all recurring and non-recurring requirements, and tracks all activities necessary for maintaining program compliance. Incorporate regulatory requirements from the JEGS, DoD directives and other Navy environmental regulations into program documentation, administration and operations. Provides oversight and coordination for the preparation, execution, and review of environmental studies, surveys, assessments, data-calls, Environmental Quality Assessments (EQA) and statements-of-work within assigned programs. Coordinates with EQA program manager to identify and correct program deficiencies and maintain accuracy of EQA database information. Primary program responsibilities include, but are not limited to: Drinking Water (JEG Ch 3), Wastewater (JEGS Ch 4), Solid Waste (JEGS Ch 7), Petroleum, Oil and Lubricants (JEGS Ch 9), Polychlorinated Biphenyls (JEGS Ch 14), Spill prevention and Response Planning (JEGS Ch 18), and underground Storage Tanks (JEGS Ch 19).

Assists in conducting Environmental Quality Assessments of installation facilities and operations to ensure compliance with environmental laws and regulations, identifies the root causes for conditions of non-compliance, develops corrective action plans, and develops projects to implement those plans.

Collects environmental samples, uses and maintains environmental sampling equipment and instruments. Ensures sampling equipment is accurately calibrated and functioning properly, maintains information and material required for laboratory analysis. Analyzes and interprets laboratory reports to determine the presence of hazardous constituents, environmental conditions and the degree of non-compliance with regulatory requirements.

Consults and provides sound environmental guidance to installation personnel and tenant commands. Serves as technical advisor on various environmental protection matters. Advises management, supervisors, environmental staff on matters concerning environmental engineering, pollution prevention and pollution abatement.

Performs other related or incidental duties as assigned.